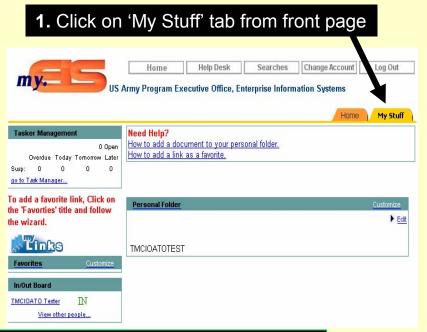
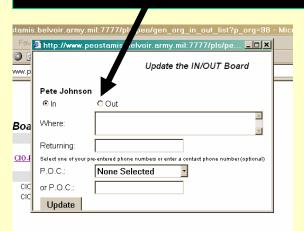
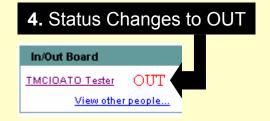
To Change Your Status on The In/Out Board





3. Change your Status. Indicate where you are, when returning and a contact tel #. Click UPDATE button.



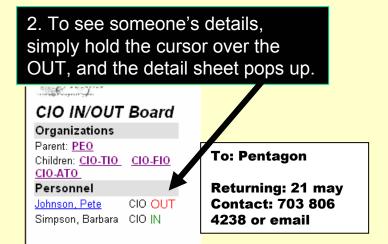


5. Repeat steps to change yourself back to IN.

To View Status of Another Individual

1. Click on 'View Other People' **OR** from the main page Click on 'PEO Locator'





3. To see other organizations, Click on PEO to expand. Either drill up or drill down to locate the organization.

